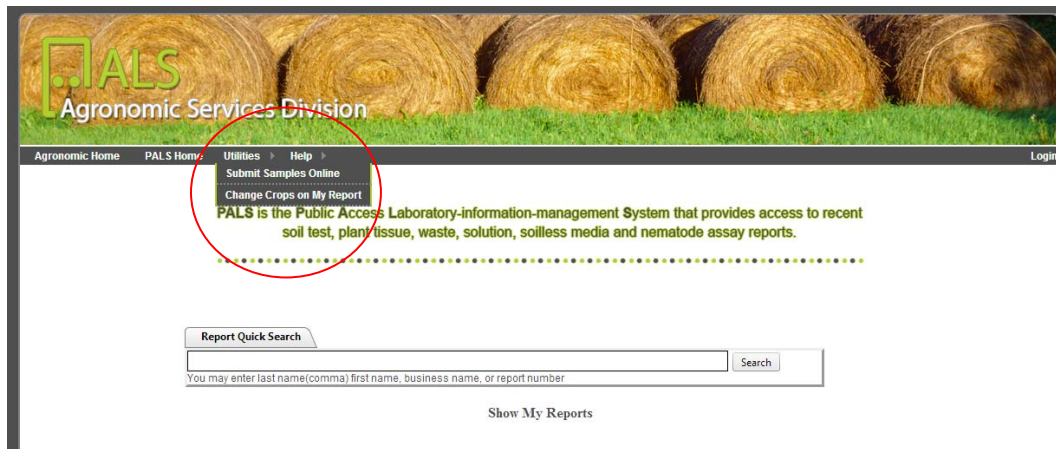


## Changing Crop Codes in PALS

1. Reports where crop code changes are made cannot be saved in PALS itself. Changes will have to be saved on a user's computer.
2. Go to Agronomic Division webpage — [www.ncagr.gov/agronomi/](http://www.ncagr.gov/agronomi/)
3. In the navigation column on the left side of the webpage, click on [Find Your Report \(PALS\)](#).
4. The next screen will appear as shown below. Place the cursor over **Utilities** and click on **Change Crops on My Report** in the drop-down list.



5. On the next page, select the fiscal year using the drop-down box and then type in the report number next to SL. Below, FY 2014 has been selected and report 12 (SL12). Next, click the **Search** button.



6. On this page, it is possible to specify a new crop for one or all samples on the displayed report and obtain revised lime and fertilizer recommendations for the specified crop.



## Change Crops for Soil Test Reports

Fiscal Year: 2014

Soil Report Number: SL12

[View Report](#)

Select First Crop: Alfalfa, E

Select Second Crop: Alfalfa, E

Report SL12 has 6 samples.

Sample	Crop	Lime	N	P2O5	K2O	Mg	S	Mn	Zn	Cu	B	Note
AW 01	(1) Fes/OG/Tim,M	1.1	120-200	0	0	0	0	0	0	0	0.0	12
	(2) Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12
AW 02	(1) Fes/OG/Tim,M	0.4	120-200	0	0	0	0	0	0	0	0.0	12
	(2) Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12
AW 03	(1) Fes/OG/Tim,M	1.0	120-200	0	0	0	0	0	0	0	0.0	12
	(2) Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12
...												

**Select First Crop** by choosing the desired new crop from the drop-down menu. Next **Select Second Crop** in the same manner. If you do not wish to specify a second crop, make sure that the second crop is the same as the first crop.

- To obtain new recommendations for all samples on the report, click the **Change Whole Report** button.

To change recommendations for a single sample, select the desired sample using your mouse (cursor). The selection will be highlighted in gray. Once you click the **Change Selected Sample** button, the new recommendations will appear in highlighted in yellow.

Change Crops for Soil Test Reports

Fiscal Year: 2014 Soil Report Number: SL12 Search View Report

Select First Crop: Alfalfa, E Select Second Crop: Alfalfa, E

Change Whole Report Change Selected Sample Resume Export

Report SL12 has 6 samples.

Sample	Crop	Lime	N	P205	K2O	Mg	S	Mn	Zn	Cu	B	Note
AW 01 (1)	Fes/OG/Tim,M	1.1	120-200	0	0	0	0	0	0	0	0.0	12
(2)	Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12
AW 02 (1)	Fes/OG/Tim,M	0.4	120-200	0	0	0	0	0	0	0	0.0	12
(2)	Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12
AW 03 (1)	Fes/OG/Tim,M	1.0	120-200	0	0	0	0	0	0	0	0.0	12

Change Crops for Soil Test Reports

Fiscal Year: 2014 Soil Report Number: SL12 Search View Report

Select First Crop: Alfalfa, E Select Second Crop: Alfalfa, M

Change Whole Report Change Selected Sample Resume Export

Report SL12 has 6 samples.


Sample	Crop	Lime (tons/acre)	N	P205	K2O	Mg	S	Mn	Zn	Cu	B	Note
AW 01 (1)	Alfalfa, E	1.8	10-30	80	40	0	0	0	0	0	3	12
(2)	Alfalfa, M	0.0	0.0	20	30	0	0	0	0	0	2	12
AW 02 (1)	Fes/OG/Tim,M	0.4	120-200	0	0	0	0	0	0	0	0.0	12

**Note:** In PALS, the PDF-report-view will always display the originally specified crops and recommendations. Therefore, if you click the **View Report** button (shown in the image above), you will not see the new recommendations. To save a copy of the old and new recommendations, you must click the **Export** button.

## 8. Saving the New Recommendations

Once you click the **Export** button, a spreadsheet will open. The recommendations from the original report are listed first followed by the modified recommendations for new crop(s) specified. Save this file for your records.

Here is an example of the spreadsheet.



NCDA&CS Agronomic Division

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### Change Crops for Soil Test Reports

Fiscal Year: 2014

Soil Report Number: SL12

Search

[View Report](#)

Select First Crop: Alfalfa, E

Select Second Crop: Alfalfa, E

Change Whole Report

Change Selected Sample

Resume

Export

Report SL12 has 6 samples.

Sample	Crop	Lime (tons/acre)	N	P2O5	K2O	Mg	S	Mn	Zn	Cu	B	Note
AW 01	(1) Alfalfa, E	1.8	10-30	80	40	0	0	0	0	0	3	12
	(2) Alfalfa, E	0.0	10-30	80	40	0	0	0	0	0	3	12
AW 02	(1) Fes/OG/Tim,M	0.4	120-200	0	0	0	0	0	0	0	0.0	12
	(2) Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12
AW 03	(1) Fes/OG/Tim,M	1.0	120-200	0	0	0	0	0	0	0	0.0	12
	(2) Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12
AW 04	(1) Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12
	(2) Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12
AW 05	(1) Fes/OG/Tim,M	0.0	120-200	0	0	0	0	0	0	0	0.0	12